

GCCE Reporting

Report	Purpose	Due	Format	Required Action	Data Availability
OEPM Surveys	Gather qualitative data for NASA Office of Education performance measures	Upon completion of each project-sponsored event, as appropriate	Web-based surveys on GCCE web site*; electronic submission	PI or designee: distribute survey links to event participants Participants: complete surveys	Yes – contact Stephanie Atienza or Kate Spruill for report on project-specific survey data
Project Activity Form	Gather quantitative data for NASA Office of Education performance measures	Upon completion of each project-sponsored event, as appropriate	MS Word document on GCCE web site*; electronic submission via email	PI or designee: complete form after each project-sponsored event, as appropriate, and email to Stephanie Atienza	Yes – contact Stephanie Atienza or Kate Spruill for report on project-specific PAF data
Quarterly Report	Inform NASA team of project status; provide information to share with stakeholders	End of March, June, September, and December	Web-based template on GCCE web site*; electronic submission	PI or designee: complete the template, provide info on accomplishments, challenges, milestone updates, etc.	Submissions will be archived on respective project reporting page on GCCE web site
NSSC Reports	Regulatory compliance; per Grant and Cooperative Agreement Handbook	Varies by report – see attached.	Varies by report – see attached	Generally these reports are completed by the business office of the institution. However, Annual Report prepared by PI and emailed to NSSC and copied to Lin Chambers.	NSSC retains official copies

*We will notify you when the Web-based template is ready for use. Until further notice, please use the Excel template for quarterly reporting and send to Stephanie Atienza at satienza@odu.edu.

Reporting Calendar

Interval	Report	Who	2008 (Ed)	2009- 2010 (CA)	Comments
<i>Quarterly, within 30 days</i>	<i>Federal Cash Transaction Report</i>	<i>FMO</i>	<i>X</i>	<i>X</i>	
<i>Quarterly</i>	<i>Quarterly Bullet Report</i>	<i>TO</i>	<i>X</i>	<i>X</i>	
<i>Annually, by Oct. 15</i>	<i>Inventory Report of Federally-Owned Property</i>	<i>FMO, IPO</i>	<i>X</i>	<i>X</i>	<i>If none, not required</i>
<i>Annually, 60 days before anniv</i>	<i>Progress Report</i>	<i>TO, GO</i>	<i>X</i>	<i>X</i>	
<i>Annually, 60 days before anniv</i>	<i>Educational Activity Report</i>	<i>TO, GO</i>	<i>X</i>		
<i>If needed</i>	<i>Invention Disclosure</i>	<i>PO, TO, GO</i>		<i>X</i>	<i>Within two months of invention</i>
<i>If needed</i>	<i>Election of Title to Subject Invention</i>	<i>PO, TO, GO</i>	<i>X</i>	<i>X</i>	<i>Within two years of invention</i>
<i>Annually, by anniv.</i>	<i>Invention/Reportable Items Summary</i>	<i>PO, TO, GO</i>		<i>X</i>	<i>If none, just a quick email</i>
<i>If needed</i>	<i>Notification of Decision to Forego Patent Protection</i>	<i>PO, TO, GO</i>	<i>X</i>	<i>X</i>	
<i>If needed</i>	<i>Utilization of Subject Invention/Reportable Items</i>	<i>PO, TO, GO</i>		<i>X</i>	<i>Only if a subject invention was elected</i>

NSSC-Grant-Report: NSSC-grant-report@mail.nasa.gov

Reporting Calendar – Final Reports

Due	Report	Who	2008 (Ed)	2009-2010 (CA)	Comments
<i>Within 60 days after end of award</i>	<i>Final Inventory Report of Federally-Owned Property</i>	<i>FMO, IPO, GO</i>	X	X	
<i>Within 90 days after end of award</i>	<i>Subject Inventions/Reportable Items Final Summary Report</i>	<i>PO, GO</i>		X	<i>If none, just a quick note to that effect.</i>
<i>Within 90 days after end of award</i>	<i>Properly Certified Final Federal Cash Transaction Report</i>	<i>FMO, GO</i>	X	X	
<i>Within 90 days after end of award</i>	<i>Summary of Research</i>	<i>CASI, TO, GO</i>		X	
<i>Within 90 days after end of award</i>	<i>Final Educational Activity Report</i>	<i>TO, UAO, GO</i>	X		

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